

## **DISTRICT 5**

### **NEWSLETTER COMMITTEE CHAIR DUTIES**

As Per District 5 Guidelines  
Revision I: October 11, 2021 (Pg. 13)

#### **Article IX. Duties of Standing Committee Chairs**

##### **J. Newsletter Committee Chair**

1. Serve as Editor of the District Newsletter.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain the District 5 Newsletter Committee which is comprised of G.S.R.s and other interested members.
4. Solicit contributions to the District Newsletter from other District General Service trusted servants.
5. Be responsible for final decisions regarding the content of the newsletter and consult the D.C.M.C. and District Steering Committee on any content as needed.
6. Choose the content of the newsletter with the goal of informing and educating the general membership of A.A. of the activities and role of General Service.
7. Issue the newsletter quarterly, or in accordance with the schedule agreed upon at the time that the District financial forecast is approved.
8. Distribute the newsletter through the G.S.R.s and other District trusted servants to meetings in District 5 with a particular focus to those meetings that do not have a General Service Representative.
9. Send the final copy of the newsletter to the Area 09 Webservant for upload to the District 5 web page.
10. Service sponsor\* replacement to ensure an orderly transfer of responsibilities.

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